

## Elmwood Express Driver Job Description

Elmwood Senior Center in West Hartford is now accepting applications for two part-time van drivers. The position has flexible hours. Drivers must have a CDL with a P endorsement, as well as a clean driving record. They will be responsible for transporting up to twenty-four passengers to and from the Elmwood Senior Center on various day-trip destinations. Other duties include: ensuring the van always has sufficient fuel, coordinating job schedule with other Elmwood Senior Center bus drivers, consulting with the Trip Coordinator regarding trip routes and schedule, checking van tires, lights, and mirrors to ensure a safe trip, maintaining the cleanliness of the bus so that it is presentable to the public, picking up and drop off passengers at designated locations, following a planned route according to a time schedule, obeying traffic laws and state and federal transit regulations, following procedures to make sure they and all passengers are safe, keeping passengers informed of possible delays. Patience and courteousness are required. Pay is commensurate with experience. To apply and for more information, please contact Angela Shenk at the Elmwood Senior Center (860) 561-8180.